

# **Transferring Students**

SS1102-1, SS1102-2 SS1102-4, SS1102-5

#### **Julie Holmes**

Director of Client Services Infinite Campus





# **Transferring Students**

SS1100-3, SS1100-6

#### **Meg Wood**

**Training Specialist Infinite Campus** 



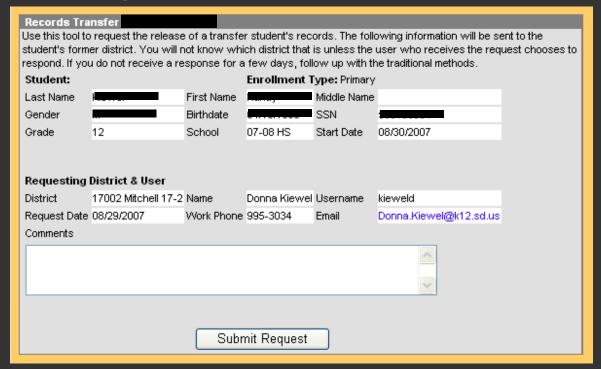
### **Agenda**

- Receiving student records
  - Actions to take
- Requesting student records
  - Enrollment prompts request
- Importing records
  - Transcript data
  - Enrollment history
  - Assessments
  - Immunizations
  - Documents



#### **Requesting Student Records**

- Student enrolls in new district and they submit a request
- New district receives records only if the former district is:
  - 1. In the Commonwealth *and*
  - 2. Is live on Campus





#### **Process Inbox – Waiting Status Message**

- Requesting district will see "Waiting: Last, First ID" until sending district responds
- Message appears in Process Inbox and on student's Records Transfer tab
- Requesting district will not know sending district name

	Ргосе	ess Ir	nbox					
Ш	$ \mathbf{x} $	<u> </u>	Process	Step	Posted Date Due Date			
Ш	×	<b>=</b>	Records Transfer	Transfer Error: Montgomery, Sarah 1868799	11/21/2008			
Ш	×	ß	Vertical Interoperab	ility State Resync Requested ブ	01/02/2009			
Ш	×		Records Transfer	Waiting: ASHER, WILLIAM 1103498	01/09/2009			



# **Process Inbox – Request for Release**

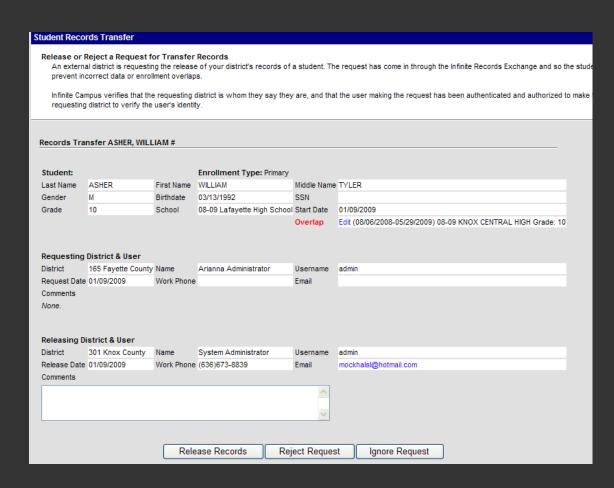
• Request appears in sending district's Process Inbox

	Pro	cess	s Ir	nbox			osted Date Due Date			
	×	! [	ו	Process	Step	Posted Date	Due Date			
	×		ä	Vertical Interoperability	State Resync Requested *	12/29/2008				
	×		ä	Vertical Interoperability	State Resync Requested *	12/30/2008				
	×		ä	Vertical Interoperability	State Resync Requested *	12/30/2008				
	×		ä	Vertical Interoperability	State Resync Requested *	12/30/2008				
	×	! 🖫	] 5	Records Transfer	Request for you to release: ASHER, WILLIAM 1103498	01/09/2009				
ľ										



### Releasing Student Records

- Student leaves former district
- Request is sent by new district receiving student
- Former district has three options
  - Release
  - Reject
  - Ignore





#### **Process Inbox – Transfer Released**

• Status message from receiving district changes to "Transfer Released"

Process Inbox		
<b>X</b> ! ☐ Process	Step	Posted Date Due Date
🔀 👺 Records Transfer	Transfer Error: Montgomery, Sarah 1868799	11/21/2008
📗 🔀 - Vertical Interoperabilit	y State Resync Requested 🏲	01/02/2009
🗶 🙏 👺 Records Transfer	Transfer Released: ASHER, WILLIAM 1103498	01/09/2009
· · · · · · · · · · · · · · · · · · ·		



## Accessing the released records

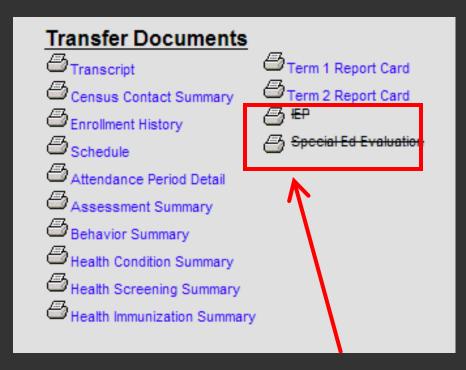
- When sending district clicks "Release Records" button, records are sent to receiving district
- Receiving district will see a message link in Process Inbox containing the student's records and the sending district's contact information
- Records transfers accessible in 3 Campus areas:
  - Process Inbox
  - Student Information > General > Student Records Transfer
  - System Administration > Data Utilities > Student Records Transfer

NOTE: Users must have tool rights to allow access to these areas



## **Transfer Documents - PDF Reports**

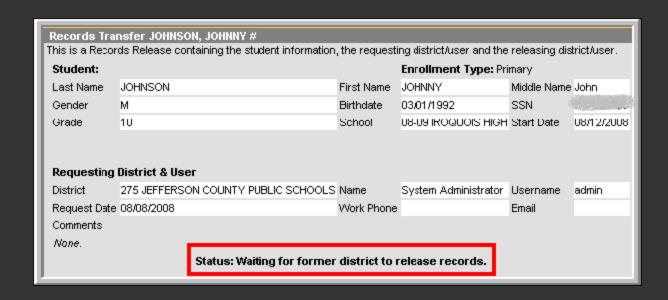
- Transcript
- Census Contact
- Enrollment History
- Report Cards
- Schedule
- Attendance
- Behavior
- Health
- SPED Documents



Strike-through indicates student did not have data

#### **Process Inbox Status - Error**

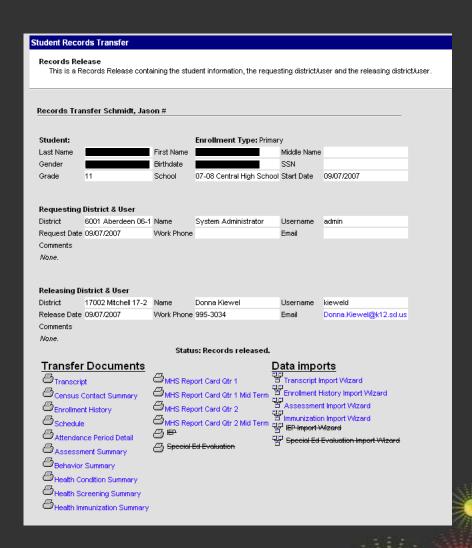
- If sending district cannot be located because state does not have record matching student, a transfer error appears
  - Clicking error link displays reason for error





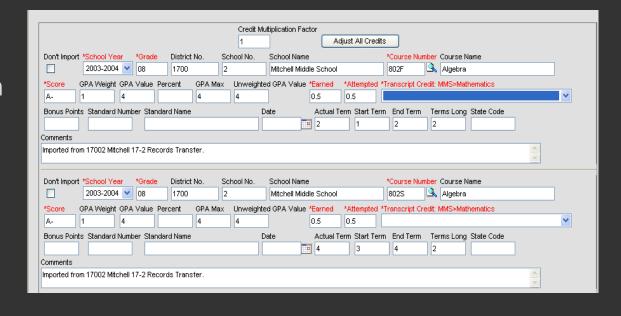
### **Importing Records**

- Data Imports
  - Transcripts
  - Enrollment History
  - Assessments
  - Immunizations
  - Health Conditions
  - Health Screenings
  - IEP's
  - Evaluations
  - State Reporting



### **Transcript Import Wizard**

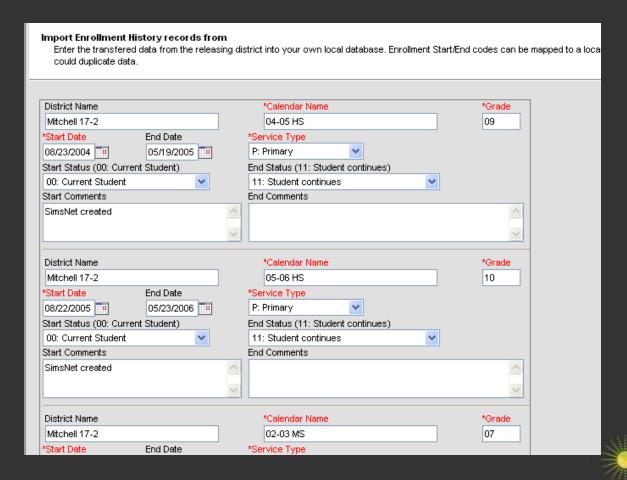
- Credit Multiplication Factor
- Credit Type
- Credit Amount
- Don't Import
- Save at the bottom





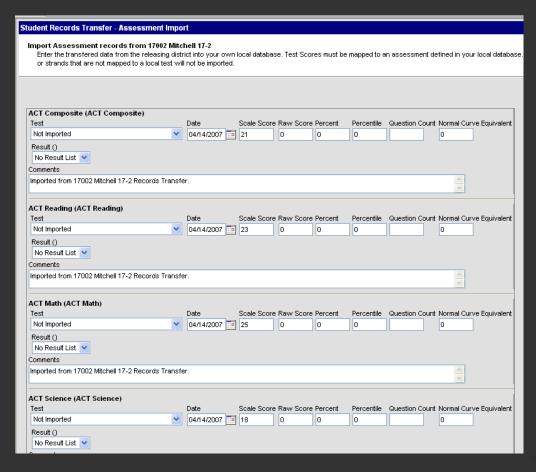
## **Enrollment History Import Wizard**

- Import past enrollments from other schools
- Save at the bottom



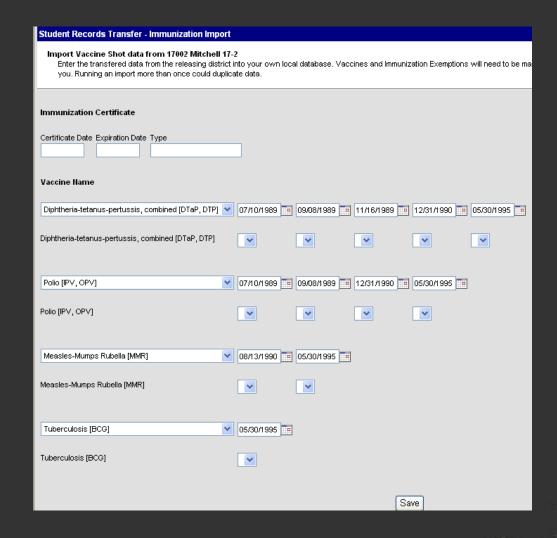
### **Assessment Import Wizard**

- Import District assessments
  - ACT
  - SAT
- Save at the bottom



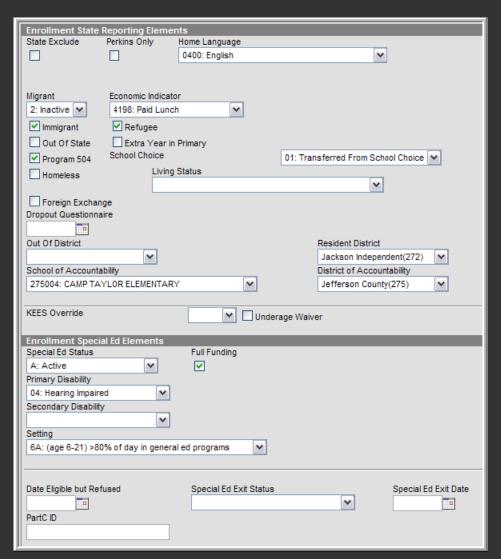
## **Immunization Import Wizard**

- Import immunizations
- Save at the bottom



## **KY State Reporting Import Wizard (1)**

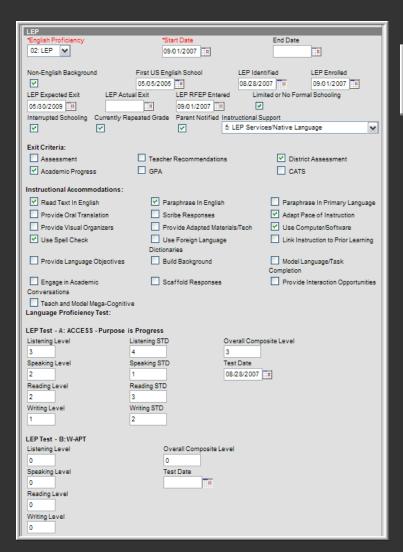
Commonwealth reporting data will transfer and import into receiving district when not null in sending district



# **KY State Reporting Import Wizard (2)**

Giπeα & Falenteα Status	
*Gifted Category *Y	'ear Identified *Start Date End Date
04: Specific Academic Aptitude-Language Arts  2	008 08/18/2007 02/06/2008
Gifted Declined Services Gi	fted Underachieving
Service Delivery Options:	
Various Acceleration Options	
Early exit from Primary Grade skipping Sub	ject Area Higher Grade Level
Dual Enrollment Courses Dual Credit Courses Earl	y exit from high school
Advanced Placement and Honors Courses	
Collaborative Teaching and Consultation Services	
Special Counseling Services	
☑ Differentiated study experiences in the classroom	
Differentiated individual study Differentiated for Cluste	er groups
Distance learning	
KVHS courses Video courses Other online cours	e
☑ Enrichment services (school day)	
Independent study	
Mentorships	
Resources services	
Pull-out setting Appropriate instructional setting Co	onsortium
Seminars	
Travel study options	
Special schools, 4-12	
Self-contained classrooms, 4-12	
Specific Academic Aptitude Evidence:	
Anecdotal records	Checklist inventories
Checklist inventories (underachieving or disadvantaged)	Collection of evidence from portfolios
Within the ninth stanine on one subject test score of an	✓ Continuous progress data
achievement test	
Formal testing data	High performance on test of academic achievement
✓ Informal assessments	Nominations-Peer
Nominations-Self or Petition	Off-level testing
Portfolio of high academic performance	Primary review committee
Referrals/Recommendations-Parent	✓ Referrals/Recommendations-Teacher
Student awards or critiques	Student progress data
Other, Specify	

# **KY State Reporting Import Wizard (3)**



Attendance	ice Transferred Summary						
Absences	Unexcused Absences	Tardies	Unexcused Tardies	EHO Absence			
26.544	5.395	10	8	0.0			
		Save					

#### **Process Inbox Maintenance**

The Process Inbox is district-wide, not specific to school

Deleting Process Inbox entry does not delete for other users

II.	Process Inbox					
	$\times$	D	Process	Step	Posted Date D	ue Date
	×	ß	Vertical Interoperability	State Resync Requested *	12/29/2008	
	×	ß	Vertical Interoperability	State Resync Requested *	12/30/2008	
	×	ß	Vertical Interoperability	State Resync Requested *	12/30/2008	
	×	ß	Vertical Interoperability	State Resync Requested *	12/30/2008	
	×	<u></u>	Records Transfer	Transfer Complete: ASHER, WILLIAM 1103498	01/09/2009	
	×	<b>™</b>	Records Transfer	Transfer Complete: ASHER, WILLIAM 1103498	01/09/2009	

#### **SSID Troubleshooting**

- For a student records transfer to be possible, state database must have record of student's former enrollment and his/her stateID number
- When student's stateID number is 'pending', 'ambiguous', or 'incomplete' district should contact.....



### **User Security Rights**

- Rights to Records Transfer should be limited
- Full rights (RWAD) must be assigned for access to functionality
  - Student Information > General > Records Transfer tab
    - Permits transfer initiation
  - Student Information > Allow unfiltered search
    - Permits searching all students
  - Student Information > Student Locator (if applicable to district)
    - Permits creation new students and enrollments
    - Required before making a records transfer request
  - System Administration > Data Utilities > Student Records
     Transfer > Notify Process Inbox
    - Permits viewing of transfer requests and records releases



## **Questions & Answers**

Ask, we're ready!



#### **Learn More!**

#### Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
  - In your district
  - At Infinite Campus



